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16 December 1954

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT : Clark Committee Visit to Office of Training

1. The Clark Committee is scheduled to visit the Office of Training on 24 and 25 January 1955. On 2 December 1954 representatives of the Committee were briefed at Headquarters on those activities of OTR which relate primarily to the Clandestine Services. On 2 and 3 December 1954 these representatives visited the [redacted] I assume that during the January visit they will be concerned largely with other activities of the Office.

2. I would like to suggest that one of the best means of reviewing our activities is to visit some of the training courses actually in progress at Headquarters. With that in mind, I am attaching a schedule showing all courses which will be in progress on 24 and 25 January 1955 and I hope it will be possible for each member to visit at least one of these courses. If you feel such a program is advisable, I will be glad to recommend those courses which might be of interest to each member based on his particular interests as a member of the Committee.

3. I would also appreciate some general advice on the line of approach the Committee would like to take in studying our facilities and activities. This will permit us to prepare an agenda covering necessary briefing and to schedule visits to courses if you so recommend.

MATTHEW BAIRD
Director of Training

Attachment:
Schedule of Courses

OTR/WBS:meg (16 Dec. '54)

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